



# Premium Services User Manual

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## How to Use eProfiles (*BillTracker Premium Services*)



These instructions cover the features of eProfiles (BillTracker Premium Services). Access to these services requires that you establish an agreement with Nebrask@ Online to obtain a username and password. Contact Nebrask@ Online (contact info at the end of this manual) or visit [www.nebraska.gov/billtracker](http://www.nebraska.gov/billtracker) to obtain a copy of the agreement.

With eProfiles, you can set up individual profiles for each client or subject of interest. Each profile will track bills and amendments that match the criteria you specify, including senators, committees, bill numbers, key words/phrases or sections of statute. E-Mail Notification alerts you every day when actions are taken on bills or subjects of interest to you.

### Setting Up eProfiles

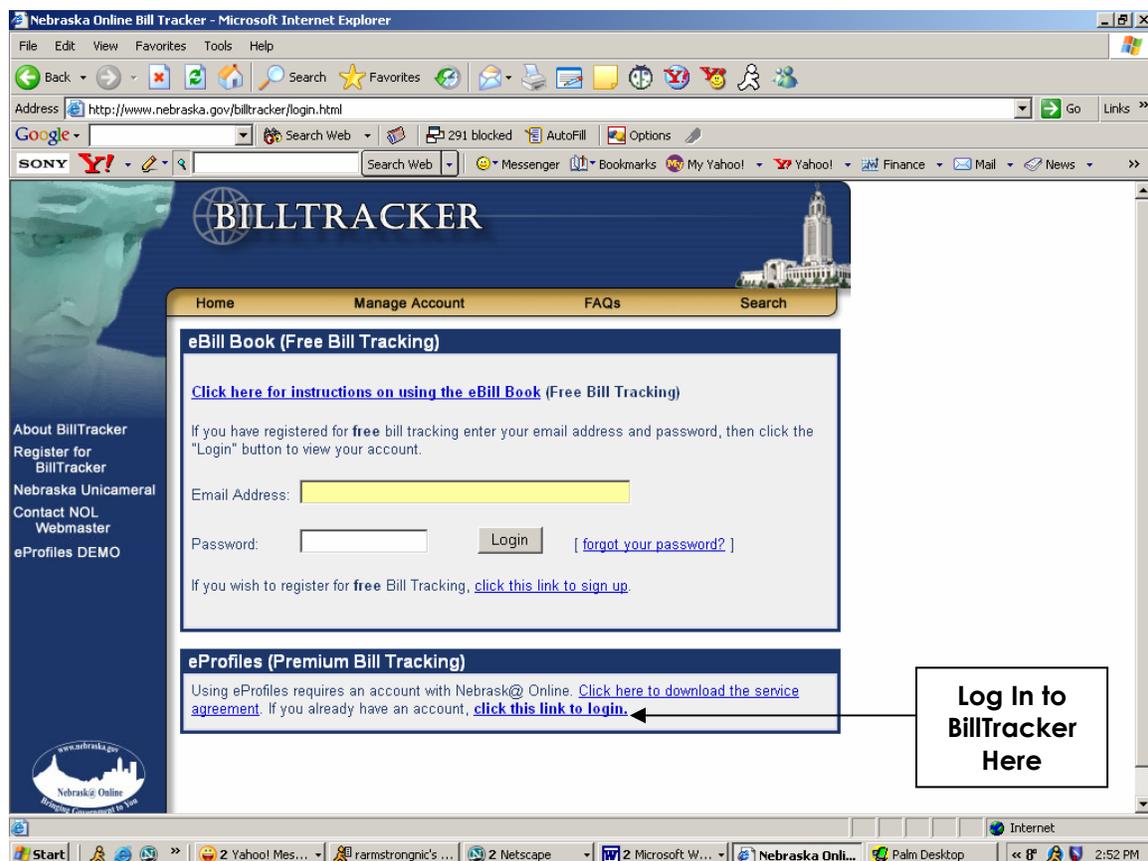
An eProfile lets you create your own set of parameters to direct BillTracker in searching for and retrieving legislative information that meets your needs. By setting up one or more eProfiles, you can generate a list (or lists) of bills that match your interests. Then, throughout the legislative session, you have a convenient way to monitor activity on bills

and subjects of interest. With E-Mail Notification, you can be alerted on a daily basis if activity has occurred on one or more bills or subjects you are tracking.

An eProfile can be established using several parameters:

- By Sponsor (Identify bills introduced by a Senator or Committee, you may select one or more per profile)
- By Committee (Identify bills referred to a Committee, you may select one or more per profile)
- By Key Word or Statute Section (Identify bills or amendments by one or more key words or sections of statute appearing in the bill or amendment text)
- By Bill Number (Add bills to your profile by LB or LR number)

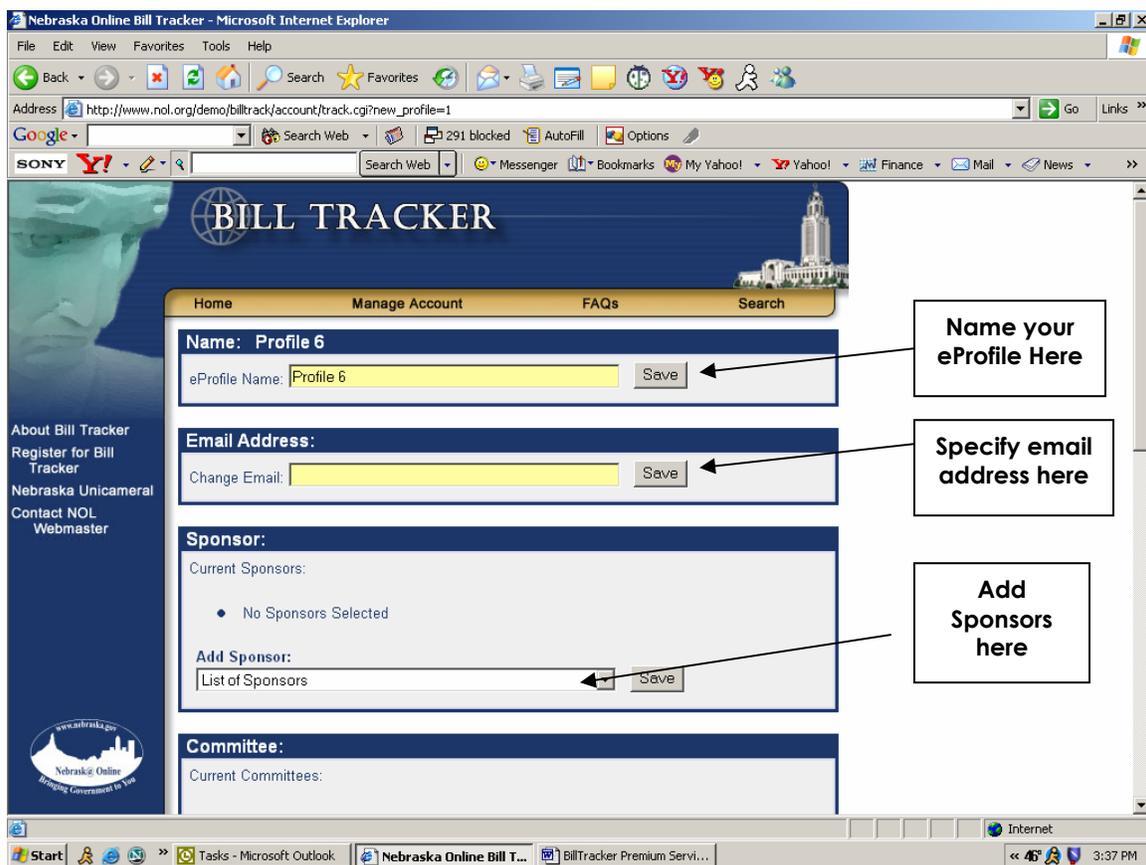
**Step 1**      **Log In.** Log in to your BillTracker account using the username and password assigned to you by Nebrask@ Online.



**Step 2**      Click “**Add an eProfile**” to create a new eProfile.

Step 3 **Name Your eProfile.** Pick a name that will allow you to distinguish the profile from others you may create. Examples would include a staff or client name, senator or committee name, or subject such as “water policy” or “tax policy.”

Step 4 **Specify E-Mail Address.** Put in the e-mail address to which you want automatic notifications sent about this profile. *Please Note: if you want to discontinue receiving e-mail alerts, remove the e-mail address from this field using the “Edit Profile” feature, explained in Step 10. See “Using E-Mail Notification” for additional details.*



Step 5 **Add Sponsors.** Select a Senator or Committee, click “Save” and the sponsor’s name will be added to your profile. You may elect to add one or more sponsors, or none if you want your profile to be tracked based on other criteria. Please note that the system tracks primary sponsors only.

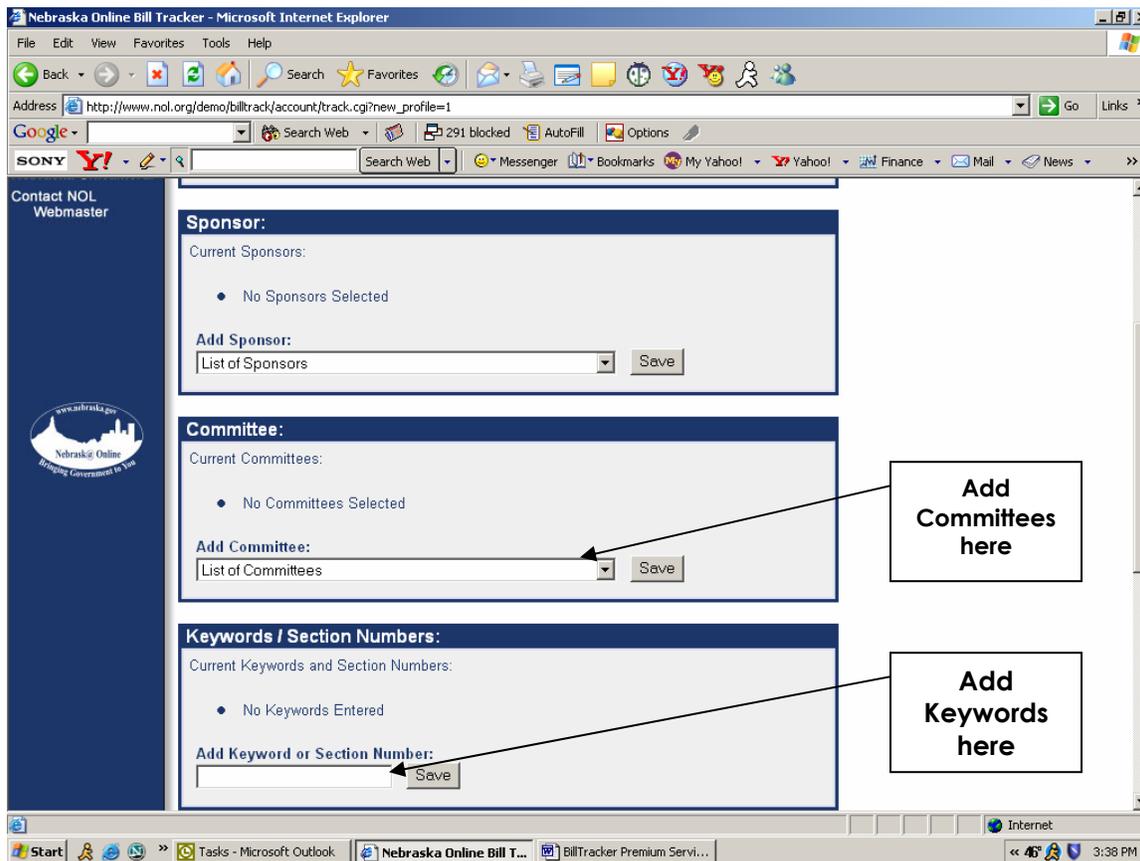
Step 6 **Add Committees.** Select a Committee, click “Save” and the committee’s name will be added to your profile. You may elect to add one or more committees, or none if you want your profile to tracked based on other

criteria. Please note that this feature tracks bills referred to a committee or committees. To track bills introduced by committees, please add the committee name(s) under “Select Sponsors” (Step 5).

## Step 7

**Add Key Words/Statute Sections.** In the space provided, type in the key word, phrase or statute section number you wish to add. Click “Save” and the key work, phrase or statute section number will be added to your profile. *Please note:*

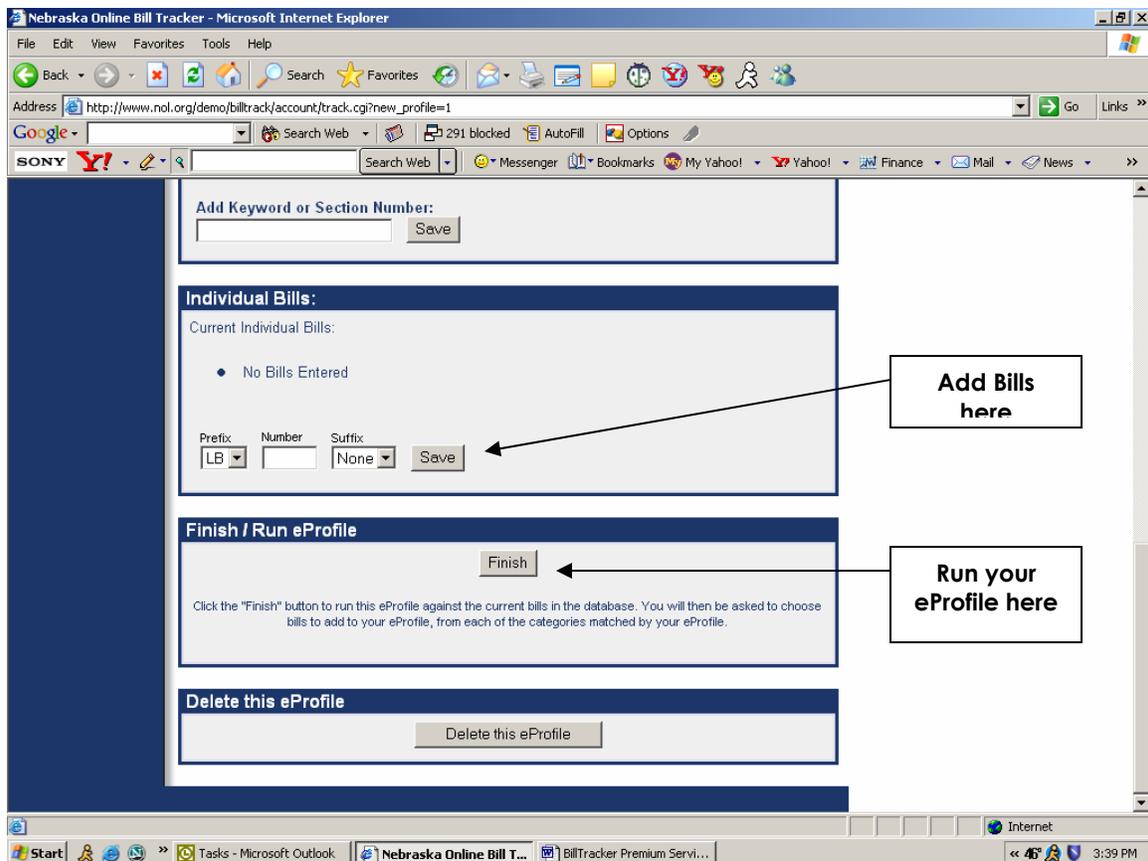
- *Individual key words or section numbers should be entered and saved one at a time. If you enter more than one key word, the system will consider it a phrase and locate the words only if they appear together, not individually.*
- *To enter a key phrase, simply type the words separated by spaces and the system will locate instances where the words appear together in the sequence you specify, and not each individual occurrence of each word.*
- *To enter a statute section, enter only the section number (for example, 23-1,234.08). It is not necessary to enter “Section” or “Sec.”*



**Step 8 Add Legislative Bills.** You may add individual bills (by LB or LR number) to your eProfile:

- Select “LB” for a Legislative Bill or “LR” for a Legislative Resolution
- Type in the LB or LR number
- If required, select a suffix (default is “none,” select “A” for an appropriations bill (always associated with LB) or “CA” for a constitutional amendment (always associated with LR))
- Click “Save” and the bill will be added to your eProfile.

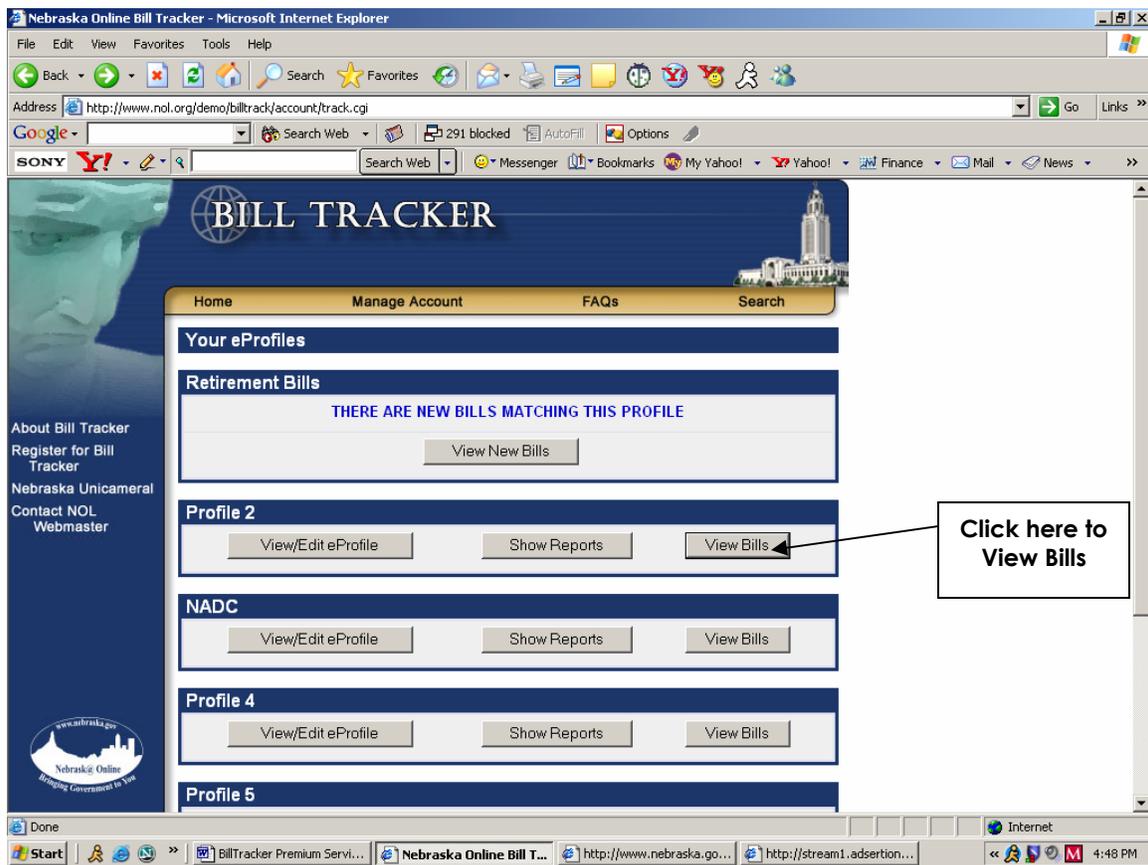
**Step 9 Run Your eProfile.** Click “Finish” to run the profile and generate a listing of bills that match the profile you set up. Each listing provides a direct link to the introduced bill, and provides a check box if you wish to add that particular bill to your eProfile for monitoring. You may also “Select All” to add all bills on the list to your eProfile.

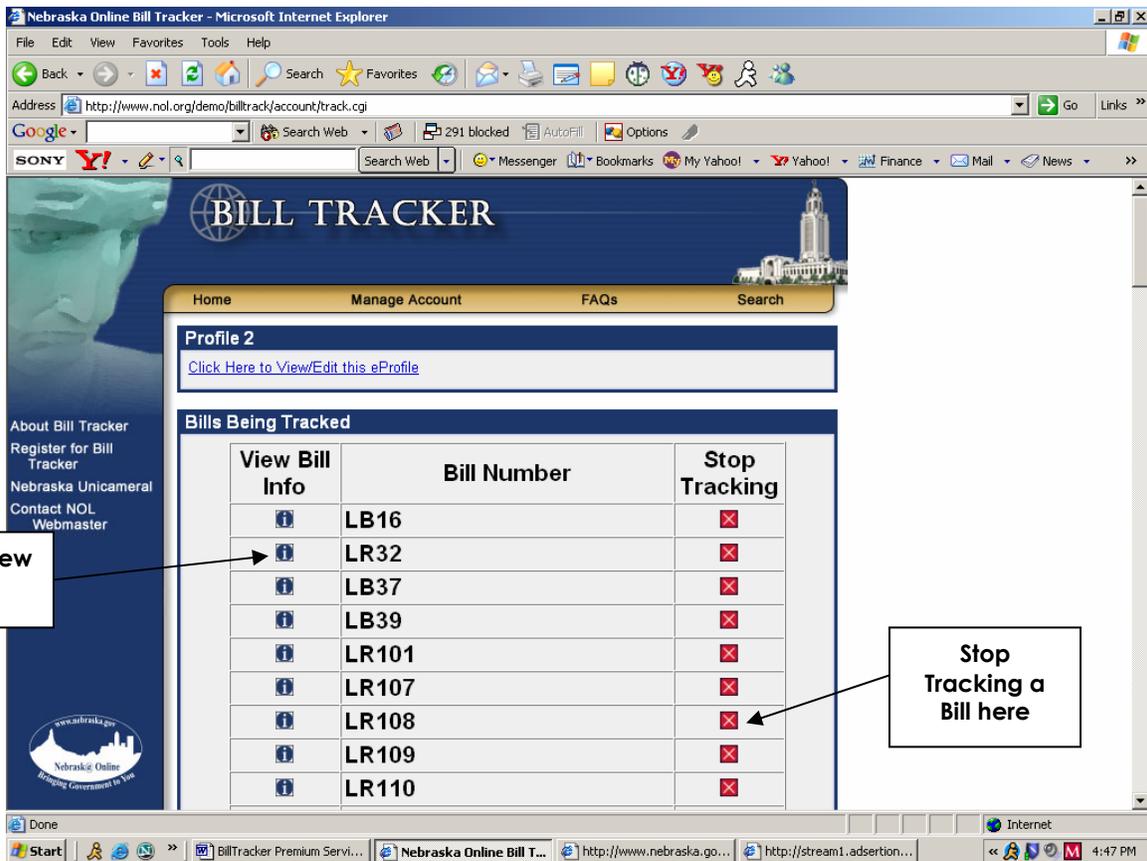


Step 10

**Viewing Bill Information.** Click “View Bills” on the menu bar for the eProfile of interest. You will see a list of the bills associated with this profile. To view bill information, simply click on the “i” next to the bill number. A separate browser window will open, displaying the list of documents for this bill from the Legislature’s Web site.

*Please note: if your computer is running some type of pop-up blocker, the browser window displaying the list of documents **may not open**. To bypass the pop-up blocker and open the page, simply hold down the “Control” key (Ctrl located on the bottom row of your keyboard) while clicking the “i”.*





Step 11 **Stop Tracking a Bill.** If you want to stop tracking a particular bill and remove it from your eProfile, simply click the “X” next to the bill number.

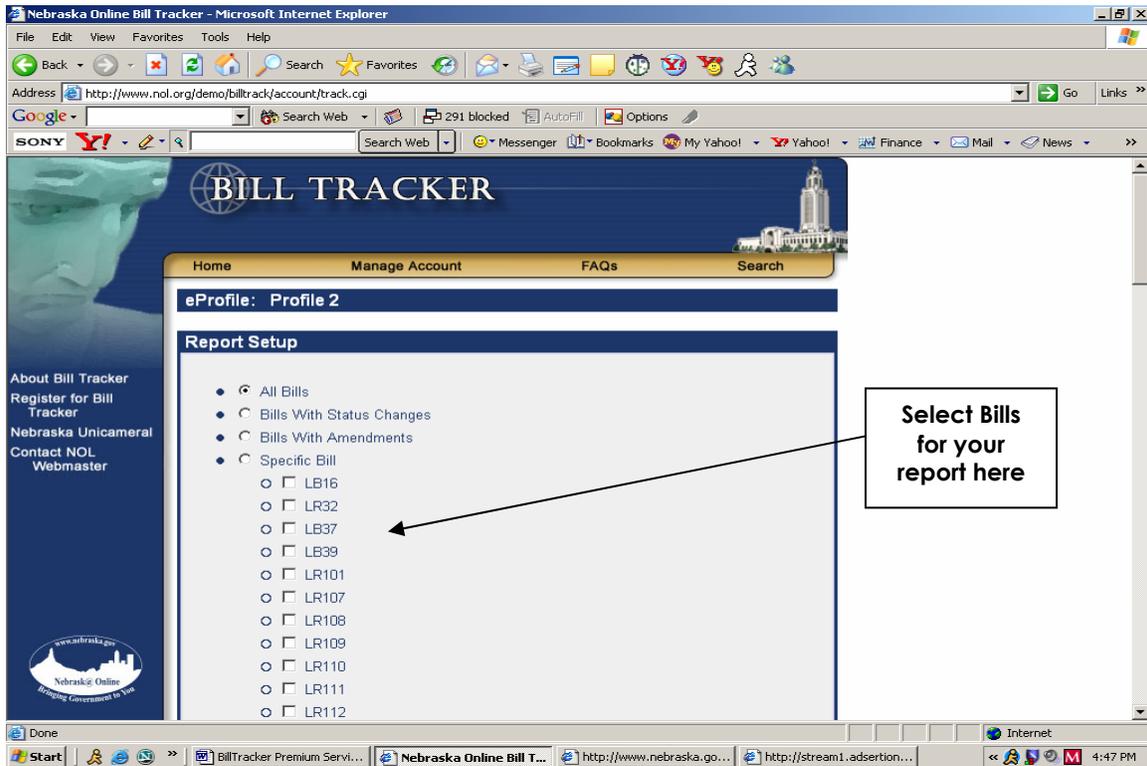
Step 12 **Edit or Delete eProfile.** At any time, you may edit your eProfile to add or remove sponsors, committees, bills or key words/statute sections. By running your edited profile, BillTracker will once again search legislative information to identify bills that match your eProfile.

- Click “Manage Account” on the top menu bar to open your list of eProfiles.
- Click “View/Edit eProfile” for the eProfile you wish to edit.
- Make any necessary changes, such as adding or removing sponsors, committees, etc.
- Click “Finish” to run the eProfile and generate a new list of bills to review for addition to your profile.
- If you want to delete this eProfile, click “Delete This eProfile” at the bottom of the eProfile screen.

Step 13 **Generating Reports.** BillTracker provides tools to generate reports for clients, senators, constituents and others. Your reports can be customized

in either list or table format, include all or only some bills in your eProfile, and list most recent action or entire bill history. Once you have generated a report, you can download the data in a text file format for use with spreadsheets, databases, etc. To generate reports:

- Click “Manage Account” on the top menu bar to open your list of eProfiles.
- Click “Show Reports” to set up your report.
- Select which bills you wish to include in your report.
- Designate the start date and end date for your report.
- Select the report format (“List” or “Table”)
- Select “Bill Status” if you would like to include it in the report (you must select either “Show Last Action” or “List All Actions”) if you select this option.
- Select “Amendments to the Bill” if you would like to include a list of amendments.
- Click “Show Report” to display the report on your screen (*Note: if you select neither “Bill Status” or “Amendments to the Bill,” your report will display bill number, one-liner, introducers and committee*)



The screenshot shows the 'Nebraska Online Bill Tracker' web application in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: <http://www.nol.org/demo/billtrack/account/track.cgi>. The application interface includes several sections:

- Show changes between these dates:** This section contains two rows of date selection fields. The first row is labeled 'Start Date:' and the second 'End Date:'. Each row has three input fields for 'Month', 'Day', and 'Year'. In both rows, the 'Month' is set to '12', the 'Day' to '29', and the 'Year' to '2004'. A callout box labeled 'Select Start/End Dates here' has an arrow pointing to the 'Year' field of the 'End Date' row.
- Display Format:** Below the date fields, there are two radio button options: 'Display in List Format' (which is selected) and 'Display in Table Format'. A callout box labeled 'Select List or Table here' has an arrow pointing to the 'Display in List Format' radio button.
- Include the following items:** This section contains a list of items with checkboxes and radio buttons:
  - Bill Status
  - Show Last Action
  - List All Actions ( Bill History )
  - Amendments to the BillA callout box labeled 'Select Bill Status/ Amendments here' has an arrow pointing to the 'List All Actions ( Bill History )' radio button.
- Show Report:** At the bottom of the form is a 'Show Report' button. A callout box labeled 'Generate Report' has an arrow pointing to this button.

The browser's taskbar at the bottom shows several open windows, including 'BillTracker Premium Servi...', 'Nebraska Online Bill T...', 'http://www.nebraska.go...', and 'http://stream1.adsertion...'. The system clock in the bottom right corner indicates the time is 4:47 PM.

## SAMPLE REPORT IN "LIST" FORMAT

Report period: 1-29-2004 to 12-29-2004

[LB 16](#)  
Change filing requirements for professional services businesses  
Introduced by: Brashear  
Committee: Business and Labor

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[LB 37](#)  
Adopt the Wage Replacement Savings Plan Act which allows eligible employees to put away money into a trust to withdraw for future otherwise unpaid leaves of absence  
Introduced by: Price, Combs, Dw. Pedersen  
Committee: Business and Labor

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[LB 196](#)  
Provide requirements for workers' compensation coverage by employee services entities  
Introduced by: Business and Labor Committee  
Committee: Business and Labor

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[LB 198](#)  
Change administration provisions for the Nebraska Workers' Compensation Court  
Introduced by: Business and Labor Committee  
Committee: Business and Labor

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[LB 226](#)  
Require a nonunion employee to reimburse a union for legal services requested by such employee  
Introduced by: Redfield, Dw. Pedersen  
Committee: Business and Labor

## SAMPLE REPORT IN "TABLE" FORMAT

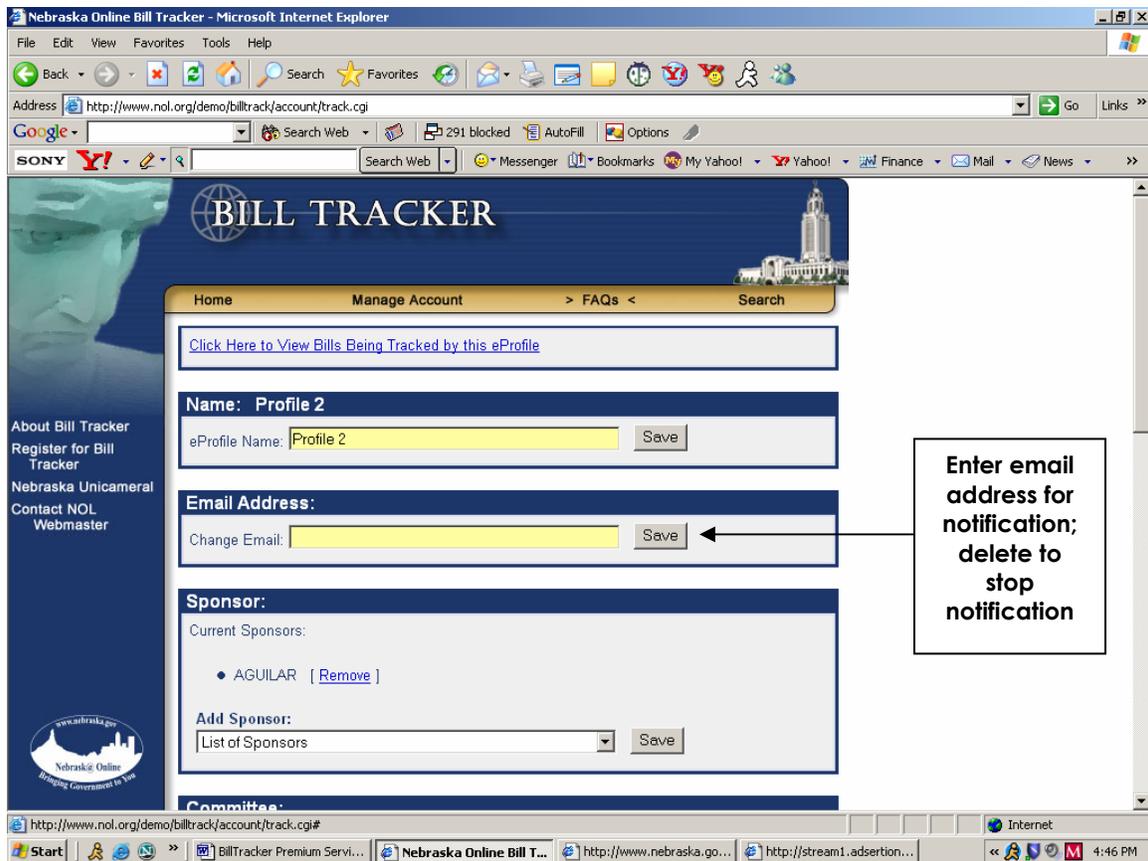
Report period: 1-29-2004 to 12-29-2004

BILL NO.	DESCRIPTION AND SUMMARY INFORMATION
<a href="#">LB 16</a>	Change filing requirements for professional services businesses Introduced by: Brashear Committee: Business and Labor
<a href="#">LB 37</a>	Adopt the Wage Replacement Savings Plan Act which allows eligible employees to put away money into a trust to withdraw for future otherwise unpaid leaves of absence Introduced by: Price, Combs, Dw. Pedersen Committee: Business and Labor
<a href="#">LB 196</a>	Provide requirements for workers' compensation coverage by employee services entities Introduced by: Business and Labor Committee Committee: Business and Labor
<a href="#">LB 198</a>	Change administration provisions for the Nebraska Workers' Compensation Court Introduced by: Business and Labor Committee Committee: Business and Labor
<a href="#">LB 226</a>	Require a nonunion employee to reimburse a union for legal services requested by such employee

## Using E-Mail Notification

BillTracker automatically scans up-to-date legislative information on a daily basis and notifies you by e-mail if there are any status changes with any bill in your eProfile Book. BillTracker will also notify you if other legislative activity matching eProfile occurs (such as an amendment to a bill you are not currently tracking that matches a key word, phrase or statute section in your eProfile).

You can review those bills with activity, or new bills/amendments matching your profile, by clicking on the link included with the e-mail notification, or by opening your eProfile. A link will appear on your eProfile menu if any activity has occurred.



To activate E-Mail Notification for a profile, simply type in the e-mail address to which notifications should be sent in the e-mail address field on the Add or Edit an eProfile menu. To discontinue E-Mail Notifications, simply remove the e-mail address from the same location on the eProfile menu.



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